



UDC Plan Submittal Requirements

- The following checklist is intended for use by submitters of UDC building plans to the City of Appleton. Two sets of plans must be submitted, each including the items listed below. **Plans will be reviewed within five (5) business days from submittal of a complete plan package.**
- PLOT PLAN, drawn to scale, showing the size and configuration of the lot and the size and location of all buildings on the lot. Also show the location of the electrical service drop or lateral.
- LEGAL DESCRIPTION of the proposed building site—lot, block, subdivision.
- ELEVATION DRAWINGS (all four elevations are required), showing all building dimensions, **braced wall lines** and the location, size, and configuration of doors, windows, chimneys, roof vents, and exterior grade. Label egress windows.
- FLOOR PLANS, showing the size and location of rooms, doors, windows, hallways and stairs, chimneys and vents, attic access, and smoke detectors. All rooms and spaces must be labeled as to proposed or future use, or labeled as “unfinished space.” If a room is labeled “Bonus Room,” it will be reviewed and approved as storage only. The ratio of window area to floor area should be calculated for all bedrooms and living areas of the building.
- FOUNDATION LAYOUT, showing the size and configuration of footings, foundation walls, columns, footings, and beams.
- TYPICAL BUILDING CROSS SECTION, showing the exterior grade, footing and foundation wall sizes and materials; wood frame wall, ceiling and floor construction; insulation; attic venting; species and grade of lumber used for joists, rafters, beams and columns; specification of steel used for beams and columns; thickness and reinforcement of concrete used for footings, walls and floors; and foundation drainage.
- STAIR DETAIL, showing platforms, rise, run, handrails, and headroom.
- TRUSS PLANS, AND TRUSS LAYOUT PLAN, must be submitted with the building plans or must be available to the field inspector at the time of rough-in inspection.
- ENERGY WORKSHEET, submitted on an approved form. (**REScheck software version 4.1.0 or newer**). This must be reviewed before a building permit will be issued.
- ADDITIONAL INFORMATION: Contractor’s Dwelling Contractor Number and Dwelling Qualifier Number, and the estimated cost of the project (less cost of land).

If you have any questions, feel free to contact the Building Inspector at 920-832-6411. Building Inspectors are in the office from 8:00 to 9:30 AM and 12:30 to 1:30 PM Monday through Friday.

City of Appleton – Dept. of Public Works – Inspection Division